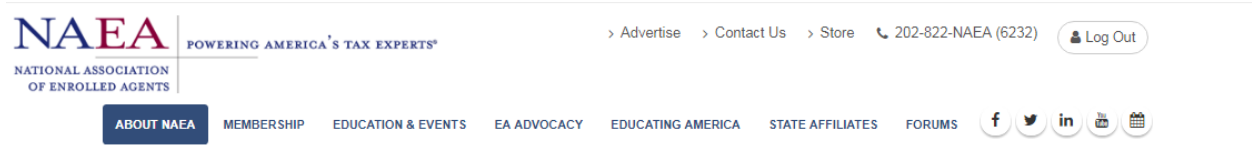








To adjust an Event Registration

Step 1: Log into NAEA account – Membership>My Account



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My Account

Please login below with your username and password.

User Name:

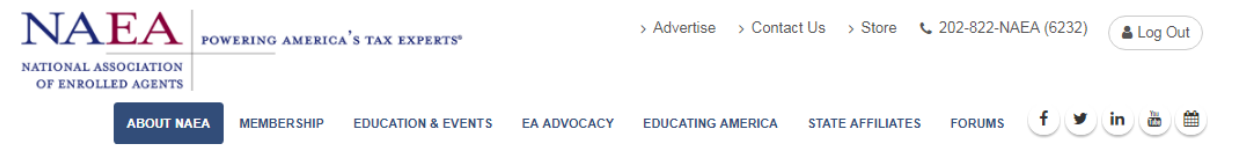
Password:

LOGIN


[Forgot Password?](#)
[New Customer? Click here](#)






Forgot your username/password? Please click here and enter your first name, last name and email address. Your account information will be emailed to you at the email account on record.

Step 2: Select My Event Registration from Menu











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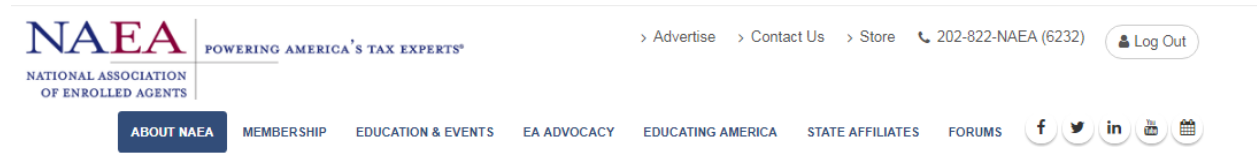
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My Account






 My Profile	 My Continuing Education
 My Event Registrations	 My Payments
 Voluntary Contributions	 PAC Donations
 Membership Directory	 NAEA Store
View and Print Membership Card	

Step 3: Select My Event Participation from Menu



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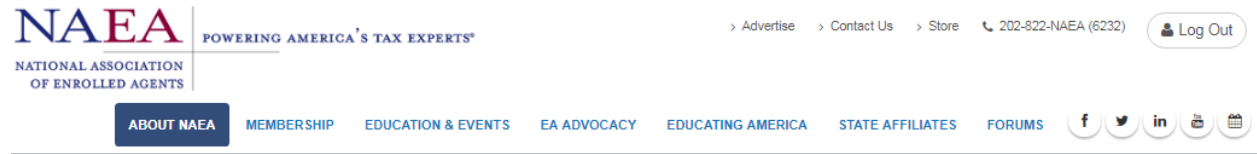
> Advertise > Contact Us > Store ☎ 202-822-NAEA (6232) [Log Out](#)

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My Account






My Event Participation [View your event participation history](#) **Register for NAEA's 2017 National Conference**

Step 4: Click onto Registered Events and select event registration needing adjusting



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My Account

Events I am Already Registered For

[Go](#) [Actions](#) [Attended Events](#) [Eligible Events](#) **[Registered Events](#)**

☰ [Registration Status](#)

1 - 1 of 1

Event	Start Date	End Date	Location	City	State	Add to My Calendar
National Conference 2017	07/30/2017	08/03/2017	The Cosmopolitan of Las Vegas	Las Vegas	NV	


1 - 1 of 1

Notice the Add to My Calendar icon

Step 5: Click onto Adjust this Registration, located towards bottom of page

My Account

National Conference 2017
 July 30 - August 3, 2017
 The Cosmopolitan of Las Vegas
 3708 Las Vegas Blvd S
 Las Vegas, NV 89109-4309
 USA
 Open Registration - a la carte selections (GRADUATE and TAX PREP ONLY) - 16 hour minimum registration requirement

- [Print Confirmation Notice](#)
- [Cancel this Registration](#)
- [Adjust this Registration](#) 
- [Update Registration Details](#)
- [Return to My Registrations](#)

Step 6: Make changes! It only allows registrants to add items.

If you modify your registration (excludes full cancellations), you must check out before your changes are saved. Once an adjustment has been requested, you should find a "View Shopping Cart" link at the bottom of the page.

National Conference 2017
 July 30 - August 3, 2017
 The Cosmopolitan of Las Vegas
 3708 Las Vegas Blvd S
 Las Vegas, NV 89109-4309
 USA
 Open Registration - a la carte selections (GRADUATE and TAX PREP ONLY) - 16 hour minimum registration requirement

Registration			
Name of Function	Day and Time of Function	Qty	Fee
Guest registration provides access to the Opening Reception, the Expo Hall, breakfast, and the NAEA Awards & NTPPI Graduation Ceremony		<input type="text" value="1"/>	\$75.00 Add
Sunday			
Name of Function	Day and Time of Function	Qty	Fee
Pre-Conference CE Session presented by CANOPY - "How to Report Clergy Earnings" by Tanya Baber, EA (1 Federal Tax CE)	Sunday, July 30 4:30 PM - 5:30 PM	<input type="text" value="1"/>	\$0.00 Add
Monday			
Name of Function	Day and Time of Function	Qty	Fee
NAEA Education Foundation Breakfast with USTC Judge Mark Holmes	Tuesday, August 1 7:00 AM - 7:50 AM	<input type="text" value="1"/>	\$55.00 Add
Current IRS Enforcement Priorities (2 CE) GRAD LEVEL	Monday, July 31 8:00 AM - 9:40 AM	1	\$92.00 Add
Advanced Federal Tax Liens (2 CE) GRAD LEVEL	Monday, July 31 10:00 AM - 11:40 AM	1	\$92.00 Add
Tax Research for the Representative (4 CE) GRAD LEVEL	Monday, July 31 1:00 PM - 4:40	1	\$184.00 Add